



**HCBS Transition
Stakeholder Advisory Group
Meeting Summary
February 29, 2016**

Meeting date and time: February 29, 2016, 2:00 – 4:00 p.m.

Meeting location: Cross Office Building, 111 Sewall Street, Conference Room 103 A & B

Telephone access: 1-877- 455-0244 Conference line # 7319892834

In attendance: See attached list

Agenda Item 1 - Welcome

Gary Wolcott welcomed all attendees and thanked them for their participation. He provided a brief summary of the work ahead and acknowledged the importance of working together for common goals. He referenced that CMS has still not approved any state transition plan, but states must still move ahead with transition work. Gary stated that he had heard that Maine's transition plan was favorably received by CMS. He acknowledged USM's Muskie School as a partner in the transition project.

Agenda Item 2 - Introductions

All attendees introduced themselves. Gary then turned the meeting over to Mary Lou Ciolfi, Senior Policy Associate from the Muskie School, who is working with Maine DHHS on the HCBS Transition project.

Agenda Item 3 – Meeting Agenda and Ground Rules

The information for these agenda items was displayed on the large screen. The meeting goals are as follows:

- Review of Stakeholder Engagement Process and Structure
- Review the purpose of the Advisory Group
- Provide an overview of Maine's approach to transition
- Review overall timelines for transition process
- Discuss expectations for next meeting in March
- Answer audience questions

Agenda Item 4 – Stakeholder Governance

Mary Lou Ciolfi introduced herself and explained her background as a former residential care administrator and business manager, and practicing attorney. Ms. Ciolfi provided an overview of the stakeholder engagement structure and process, emphasizing the need to be collaborative in order to create the tools and processes necessary to accomplish a successful transition within the regulatory time frame.

Ms. Ciolfi reviewed the Stakeholder Engagement Charter which provides that there will be a Steering Committee made up of senior persons at DHHS, and an Advisory Group made up of consumers, advocates, and providers. The Advisory Group, those persons in attendance at this meeting, will meet in smaller work groups at future meetings in order to discuss issues and make recommendations to the Steering Committee, which will have ultimate decision-making authority on transition matters.

There was a review of the “phases” of stakeholder work over the next nine months, although these phases are subject to change based on further directives from CMS. Even though the phases are set out in linear fashion, the work may not always be entirely linear, since several parts of the transition process must move forward simultaneously. The first phase, through April, will be vetting the provider self-assessment survey tool and process; the second phase will be providing input on the self-assessment evaluation tool, analytic framework, and verification processes; and the third phase will be brainstorming the oversight of implementation of the provider compliance plans. Each of these phases will have more detail that will be worked out as transition proceeds. An updated graphic will be provided periodically. Next year, in 2017, the meetings are anticipated to be less frequent and will include review of DHHS’ plans for long term, ongoing compliance with the HCBS regulations.

Ms. Ciolfi reviewed Maine’s website links for public access to transition documents and stakeholder meeting information. The link is as follows: <http://www.maine.gov/dhhs/oads/trainings-resources/initiatives/hcbs-regulations.html>

In addition, there is an email address for members of the public, and members of the Advisory Group, to submit questions and comments relating to any aspect of HCBS transition. That email address is HCBS@Maine.gov

Agenda Item 5 – HCBS Transition

Ms. Ciolfi went through a power point presentation that reviewed the important goals of the CMS regulations, briefly reviewed Maine’s Statewide Transition Plan, discussed some of the constraints that all stakeholders are operating under, and discussed the overall 4-step approach to HCBS transition. She reminded attendees that the regulations are a continuation of the requirements of the Americans with Disabilities Act and the *Olmstead* court decision and they reaffirm the fundamental values of access and integration into the community, meaningful choice, privacy, dignity, respect, and freedom from coercion for all persons who receive services.

The presentation reviewed the new CMS timeframe for states to complete the provider self-assessments and report the results to CMS, as well as the revised CMS approach to approval of state plans which now includes an initial approval and final approval process. Ms. Ciolfi explained that CMS had issued a CMIA letter (Clarification or Modification for Initial Approval) to each state and that no state yet had an approved transition plan. Ms. Ciolfi stressed the need for all stakeholders to work collaboratively in order to achieve transition success, which is full compliance by March 17, 2019 in a way that is meaningful, functional, and cost-efficient for all stakeholders.

Agenda Item 6 – Plan for Next Stakeholder Meeting

Ms. Ciolfi discussed that the next meeting would provide the opportunity to review the template of the provider self-assessment survey as well as the specific survey questions for the various HCBS settings. She reviewed the draft template that was provided to the attendees and emphasized that it was designed to allow providers to think through their own individual policies and daily practices in order to assess current compliance or devise a plan of compliance. She invited stakeholders to provide input and suggestions on the template or on an approach to provider instruction before the next meeting in March, using the HCBS@maine.gov email address.

Agenda Items 7 and 8 – Questions and Wrap-Up

Gary Wolcott invited questions and comments from the group. A list of questions and answers is attached separately.